SANJAY KUMAR

Cell No. : 0331- 2781360

Email : sanjay.acca13@gmail.com

Address : Flat # 301, Park Lane homes,
Plot No.F33, Clifton Block 5,Karachi

OBJECTIVE

To be an effective part of a well-reputed organization, where I can implement and enhance my skills in the interest of the organization and myself.

PROFILE & SKILLS

I am a committed ACCA qualified professional and Masters in Economics with ten years working experience in Finance & Accounts. Excellent communicator, collaborate effectively within business units and fluent in English. Professional Expertise as under,

- Financial Accounting
- Budget Planning & Forecasting
- Monthly, quarterly and annual Reporting
- Procurements and Administration
- Receivables & Payable
- Inventory Management
- Fixed Assets Management
- GAAP/ IAS/ IFRS
- Payroll
- Income Tax & GST
- Advance Excel
- SAP (FICO) Power User

EDUCATION

ACCA Qualified - Association of Chartered Certified Accountant

SAP Certified Consultant- Finance Module

M.A Economics - 2nd Division

B.COM - 1st Division

WORK EXPERIENCES

1) Financial Management Specialist – World Bank Project

Federal EPI Cell, Health Department
Ministry of National Health Services, Govt: of Pakistan

Expanded Program on Immunization
Government of Pakistan

From September 2017 to present

Job Responsibilities:

- Responsible to Oversee Project Implementation; Support program Director in implementation of PSDP project activities under ECNEC approved PC-1 and compliances of Government's Financial rules, PPRA rules for procurement of goods/ services and overall project administration.
- Budgeting and Planning,; Support program team in preparing annual work plan in accordance With Government (PSDP) budgeting regulations and World Bank Guidelines
- Fund Management; Prepare cash forecasts, monitor utilization of Government funds and keep track of fund flows from World Bank and Government.
- Expenditure/Payment Processing; Ensure timely payments to suppliers and compliances with Government regulation and World Bank guidelines while processing payments

- Procurement of Goods and Services; Ensure compliance with procurement policies Government's PPRA rules and World Bank guidelines on procurement of goods and Services.
- Apply pre-audit checks - on all payments, review supporting documents, and check budget availability, sanction of competent authority and compliance with financial
- Accounting and Record Management; Ensure record of all transaction maintained properly in FMIS system and keep up to date books of accounts, Government's registers and Schedules.
- Financial Reporting ; Prepare annual financial statements as per Cash Basis IPSAS and Submit to the Auditor General within two months of the close of the financial year.
- Prepare periodic financial reports for World Bank specified under the Legal Agreement
- Audit; Coordinate with office of Auditor General for the timely audit of project, facilitate auditors and provide required financial information documents. Respond audit queries and Implement audit recommendation.

2) Senior Accountant & Admin – UNDP Project

Sustainable Land Management Program-

United Nation Development Program- UNDP

From May 2016 ----- April 2017

Job Responsibilities:

- To deal with the financial affairs of organization and finalization of accounts
- To Prepare Program Financial Reports including Budgeting & Forecasting
- To ensure effective and efficient use of financial resources and monitoring of budget.
- To Prepare progress update reports and process Disbursement request for funds.
- To perform Financial review of all types of contracts especially relating to procurement
- To Ensure Compliance with Policies of UNDP/ PCOM and Government.
- To Manage Inventory and stocks and preparation of various inventory reports.
- To maintain fixed assets sheet and to record depreciations on monthly basis
- To Provide the resources and administrative support for the operations of program
- To Handle Statutory, Internal and other types of periodic audits.

3) Finance Officer- Global Fund Grant

Tuberculosis (TB) Control Program-

Health Department, Govt of Sindh

From August 2014 ------June 2015

Job Responsibilities:

- To handle the Financial Affairs of Program's Grant and donor funded projects
- To prepare Project Accounts and Financial Reports including PUDR & Forecasting
- To prepare annual budgets, work plan, activity forecast and financial management
- To deal with the Income Tax deduction / withholding of taxes and deposits in FBR
- To responsible for managing Payments to suppliers, vendor reports and advances
- To monitor expenditure and ensure budgetary control over financial expenditures
- To ensure the compliances with statutory laws, Grant policies & Procedures.
- To handle Statutory, Internal and other types of periodic audits and implement the audit recommendations in an efficient and timely manner.

4, Assistant Manager Finance & Accounts-

Participatory Development Initiative – PDI

From January 2011 ------June 2014

Job Responsibilities:

- Responsible for budgeting, financial reporting , and finalization of accounts.
- Responsible for grant management and coordination with donors agencies.
- To overseeing the daily accounting activities required to maintain in SAP FICO module.
- To Prepare I budgets, planning and forecasting , preparation of due diligence reports
- To ensure Compliance with Donors, Organization policies, and guidelines.
- To manage and process Payments, procurements of goods and services with logistics.
- To Provide administrative support to project coordinator for field work.
- To Support HR department for Preparation of Monthly Payroll.

5, Audit Associate

Hyder Bhimji & Co Chartered Accountant

From August 2008 ------August 2010

Job Responsibilities:

- To Plan audit assignments and preparation of necessary documents as per requirement
- To Coordinate & contact with client management, audit team and seniors over the progress of audit.

- To Perform extensive analytical reviews using trend analysis to obtain understanding
- To Perform test of controls, substantive procedures (Test of detail) on transactions
- To draft audit reports and prepare financial statements for review.
- To Report on internal controls including system evaluation, identification of internal Controls weaknesses and their rationalization.
- To assist in Finalization of Statutory Audit of listed, unlisted and private companies in accordance with IFRS and International Standards on Auditing (ISA).

Clients:

- Fazal Textile Ltd
- Habib Sugar Mills public Ltd
- Habib ADM Public Ltd
- Avari Hotels Ltd
- Accuray Surgical Ltd
- Indus Pencil
- Rotary International

IT SKILLS

- MS Office, Advanced Excel
- SAP (FICO) Module Power User
- Proficient in accounting software Quick books, Tally & Peachtree

PERSONAL PROFILE

I am a good Team member, Smart, Active, Energetic, and Hardworking Person with a passion Excel in life.

REFERENCES

- Father Name: Arjan Dass
- Date of Birth: 02nd Oct, 1984
- Nationality: Pakistani
- CNIC NO: 41205-9918448-3

References will be furnished on demand.